Business Forms

The forms in this supplement are reproductions of some of the business forms in *Starting Your Own Business*. We're provided these samples so you can print them for your personal use should you decide to start your own business some day.

Distinctive Interiors

Mountain Laurel Mall • Center City • 555-HOME

REUPHOLSTERY CHECKLIST

DATE _____

CLIENT _____

ADDRESS _____

DESCRIPTION OF FURNITURE _____

_____

STYLE AND APPROXIMATE SIZE _____

REPEAT OF FABRIC _____

WIDTH OF FABRIC _____

TYPE OF SKIRT _____

TYPE OF TRIM _____

DOUBLE SELF-WELT _____

SINGLE SELF-WELT _____

NAIL _____

FRAME TO BE TIGHTENED _____

FRAME TO BE TOUCHED UP _____

CHANGE SEAT CUSHION ☐ YES ☐ NO

DESCRIPTION OF CHANGE _____

ESTIMATE FROM WORKROOM _____

YARDAGE _____

PRICE _____

DOES PRICE INCLUDE PICKUP AND DELIVERY?

OTHER INFORMATION _____

_____

_____

_____

REUPHOLSTERY CHECKLIST

DRAPERY CHECKLIST

Date_____

CLIENT _____

ADDRESS _____

INSTALLATION DATE _____

ROOM OR AREA _____

TYPE OF TREATMENT _____

_____

_____

REPEAT OF FABRIC _____

WIDTH OF FABRIC _____

	Yes	No
MEASURE TO BE SUPPLIED BY DECORATOR		
MEASURE TO BE SUPPLIED BY WORKSHOP		
WALL-TO-WALL CARPETING		
VALANCE		
TYPE OF VALANCE_____ _____		
CEILING TO FLOOR		
CEILING TO SILL		
CEILING TO APRON		
TOP OF TRIM TO SILL		
UNLINED		
LINED		
LINED AND INTERLINED		
TRIMMED		
STATIONARY		
TO DRAW		
TIE BACK		
HARDWARE		

DRAPERY CHECKLIST

ROOM	WALLS		CEILING	WOODWORK			
	WALLS	PAPER NO.		DOOR TRIM	WINDOWS	CEILING MLDG.	BASEBOARD

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CHANGE WORK ORDER

DATE _____

CLIENT _____

JOB _____

LOCATION _____

DESCRIPTION OF CHANGE OR ADDITION _____

CONTRACTOR'S COST _____

SIGNATURE OF CONTRACTOR _____

SIGNATURE OF CLIENT'S REPRESENTATIVE _____

SIGNATURE OF JOB CAPTAIN _____